

**Town of Windsor  
Employee Leave Policy  
November 12, 2008**

**1. Annual Leave**

**A. Accrual:**

Employees shall accrue annual leave on a monthly basis for each completed month of service. The rate at which annual leave is accrued is dependent upon the length of the employee's service with the Town. The accrual schedule is as follows:

<b>Length of Service</b>	<b>Monthly Accrual Rate</b>	<b>Yearly Accrual Rate</b>
0 to 5 years of service	1 day a month	12 days a year
5 to 10 years of service	1.25 days a month	15 days a year
10 to 15 years of service	1.5 days a month	18 days a year
15 to 20 years of service	1.75 days a month	21 days a year
20 to 25 years of service	2 days a month	24 days a year
25 years +	2.25 days a month	27 days a year

**B. Anniversary date and Accrual expiration:**

On January 1<sup>st</sup> of each year, the employee can carry over 30 days or (240 hours) of accrued annual leave. All remaining accrued annual leave must be used during the calendar year or the employee will forfeit the leave.

Any employee who has more than 240 hours of annual leave accrued at the enactment of this policy will not be forced to forfeit any leave in excess of 240 hours, but will not be allowed to carry over any more than has already been accrued.

**C. Use of Annual Leave:**

Annual leave may be used for any reason the employee chooses; however, the employee must obtain prior approval from the immediate supervisor for the desired time off.

For leave requests of one week duration: the employee must complete and submit a leave request form at least two weeks in advance.

For leave requests which are less than a week's duration, the employee must complete and submit a leave request form at least two days in advance.

Management will approve leave in accordance with business and operational needs of the Town.

Annual leave shall not be counted as hours worked for the purpose of determining overtime.

D. Separation from Town Employment

Employees will be paid for any accrued annual leave at the time of retirement, resignation or termination at their current salary rate. Upon the death of an employee, accrued annual leave will be paid to his/her designated benefit recipient.

2. **Sick Leave**

A. Accrual:

Employees shall accrue sick leave on a monthly basis for each completed month of service. The rate at which sick leave is accrued is dependent upon the length of the employee's service with the Town. The accrual schedule is as follows:

<b>Length of Service</b>	<b>Monthly Accrual Rate</b>	<b>Yearly Accrual Rate</b>
0 to 5 years of service	1 day a month	12 days a year
5 to 10 years of service	1.25 days a month	15 days a year
10 to 15 years of service	1.5 days a month	18 days a year
15 + years of service	1.75 days a month	21 days a year

B. Maximum Accrual:

Accrued sick leave is carried over from year to year.

C. Use of sick leave:

Sick leave is to be used specifically for an employee illness or health related appointment. Employees may take sick leave if an immediate family member is sick.

Immediate family members are defined as: spouse, parent, guardian, brother, sister, son, daughter, father-in-law, mother-in-law, grandparent, grandchild, step parent, step child or any other individual residing within the same household.

D. Verification:

A Department Head may ask for justification for use of sick leave by requesting that the employee obtain verification of the illness from a doctor.

An employee who anticipates being disabled as a result of a medical condition (such as scheduled surgery, pregnancy, etc.) should inform management as early as possible to assist management in planning for the employee's absence.

**Regional Survey of Leave Policies  
November 2008**

**City of Franklin**

Franklin combines annual leave and sick leave

Length of Service	Hours of Leave	Hours of Leave that can carry over
0-3 years	136 hours (17 days)	272 hours (34 days)
4-7 years	160 hours (20 days)	320 hours (40 days)
8-12 years	184 hours (23 days)	368 hours (46 days)
13-20 years	208 hours (26 days)	416 hours (52 days)
21 + years	232 hours (29 days)	464 hours (58 days)

Employees are paid for any unused Leave at separation from employment with the city.

**Town of Smithfield**

Sick Leave

All full time employees earn 8 hours (1 day) of sick leave per month, or the equivalent of 12 days a year.

There is no limit on the amount of sick leave that can be carried over.

Annual Leave

Length of Service	Hours of leave
0-1 years	40 hours (5 days)
1-2 years	80 hours (10 days)
2-5 years	96 hours (12 days)
5-10 years	120 hours (15 days)
10-15 years	144 hours (18 days)
15-20 years	168 hours (21 days)
20-25 years	192 hours (24 days)
25 + years	216 hours (27 days)

There is a limit of 80 hours (10 days) of annual leave that can be carried over. Employees can exchange 40 hours (5 days) of annual leave for monetary compensation on an hour for hour basis at the end of the year instead of losing/taking said leave.

Employees are paid for any accrued annual leave at the time of retirement, resignation or termination.

### **City of Chesapeake**

#### **Sick Leave**

All employees earn 8 hours (1 day) of sick leave per month, or the equivalent of 12 days a year.

There is no limit on the amount of sick leave that can be carried over.

#### **Annual Leave**

Length of Service	Hours of leave
1-4 years	96 hours (12 days)
5-9 years	120 hours (15 days)
10-14 years	144 hours (18 days)
15-19 years	168 hours (21 days)
20 + years	192 hours (24 days)

There is a limit of 336 hours (42 days) of annual leave that can be carried over.

Employees are paid for up to 336 hours (42 days) of accrued annual leave at the time of retirement, resignation, termination or death.

### **City of Newport News**

#### **Sick Leave**

Employees earn 5.5 hours of sick leave per month, or the equivalent of 8.25 days a year.

There is no limit on the amount of sick leave that can be carried over.

#### **Annual Leave**

Length of Service	Hours of leave
0-4 years	156 hours (19.5 days)
5-9 years	192 hours (24 days)
10-14 years	216 hours (27 days)
15-19 years	228 hours (28.5 days)
20 + years	240 hours (30 days)

There is a limit of 640 hours (80 days) of annual leave that can be carried over.

Employees are paid for any unused annual leave at the time of termination for any reason.

### **Town of Waverly**

#### **Sick Leave**

Employees earn 8 hours (1 day) of sick leave per month, or the equivalent of 12 days a year.

There is a limit of 400 hours (50 days) sick leave that can be carried over.

#### **Annual Leave**

Length of Service	Hours of leave
0-1 years	48 hours (6 days)
1-5 years	96 hours (12 days)
5-10 years	120 hours (15 days)
10-15 years	144 hours (18 days)
15 + years	180 hours (22.5 days)

There is a limit of 80 hours (10 days) of annual leave that can be carried over.

Employees are paid for up to 80 hours (10 days) of unused annual leave upon separation from the town.

### **City of Williamsburg**

#### **Sick Leave**

Employees earn 8 hours (1 day) of sick leave per month, or the equivalent of 12 days per year.

There is a limit of 960 hours (120 days) of sick leave that can be carried over. Any sick leave in excess of the maximum is converted to annual leave at the rate of 1 hour of annual leave for each 3 hours of sick leave.

#### **Annual Leave**

Length of Service	Hours of leave
0-5 years	96 hours (12 days)
5-10 years	120 hours (15 days)
10-15 years	144 hours (18 days)
15-20 years	156 hours (19.5 days)
20 + years	168 hours (21 days)

There is a limit of 320 hours (40 days) of annual leave that can be carried over.

Employees are paid for up to 320 hours (40 days) of unused annual leave upon separation from the City.

### **City of Suffolk**

#### **Sick Leave**

Employees earn 8 hours (1 day) per month, or the equivalent of 12 days per year.

There is no limit on the amount of sick leave that can be carried over.

#### **Annual Leave**

Length of Service	Hours of leave	Hours of leave that carry over
1-5 years	96 hours (12 days)	192 hours (24 days)
6-10 years	120 hours (15 days)	240 hours (30 days)
11-15 years	144 hours (18 days)	288 hours (36 days)
16-20 years	168 hours (21 days)	336 hours (42 days)
21 + years	192 hours (24 days)	384 hours (48 days)

Employees are paid for any unused annual leave upon leave the city's service.

### **City of Virginia Beach**

#### **Sick Leave**

Employees earn 8 hours (1 day) per month, or the equivalent of 12 days per year.

There is no limit on the amount of sick leave that can be carried over.

#### **Annual Leave**

Length of Service	Hours of leave
0-4 years	96 hours (12 days)
5-9 years	120 hours (15 days)
10-14 years	144 hours (18 days)
15-19 years	168 hours (21 days)
20 + years	192 hours (24 days)

There is a limit of 400 hours (50 days) on the amount of annual leave that can be carried over.

### **City of Poquoson**

### Sick Leave

Employees earn 8 hours (1 day) per month, or the equivalent of 12 days per year.

There is no limit on the amount of sick leave that can be carried over.

### Annual Leave

Length of Service	Hours of leave
0-4 years	96 hours (12 days)
5-14 years	144 hours (18 days)
15-19 years	192 hours (24 days)
20 + years	240 hours (30 days)

There is a limit of 80 hours (10 days) on the amount of annual leave that can be carried over.

Employees are paid for all unused annual leave at termination.

## **City of Portsmouth**

### Sick Leave

Employees earn 8 hours (1 day) per month, or the equivalent of 12 days per year.

There is no limit on the amount of sick leave that can be carried over.

### Annual Leave

Length of Service	Hours of leave
0-4 years	112.8 hours (14.1 days)
5-9 years	120 hours (15 days)
10-14 years	136.8 hours (17.1 days)
15-19 years	152.4 hours (19.05 days)
20 + years	168 hours (21 days)

There is a limit of 352 hours (44 days) of annual leave that can be carried over

Employees are paid for up to 352 hours of unused annual leave upon leaving city employment.

## **Isle of Wight County**

### Sick Leave

Employees earn 8 hours (1 day) per month, or the equivalent of 12 days per year.

There is no limit on the amount of sick leave that can be carried over.



### Annual Leave

Length of Service	Hours of leave
0-5 years	96 hours (12 days)
5-10 years	120 hours (15 days)
10-15 years	144 hours (18 days)
15-20 years	168 hours (21 days)
20 + years	192 hours (24 days)

There is a limit of 288 hours (36 days) of annual leave that can be carried over.

Any hours in excess of the 36 allowed are automatically added to the sick leave balance up to 80 hours per fiscal year.

### Average carry over limits

Sick – no limit

Annual – 286 hours (35.77 days)